Webinar Meeting Questions and Answers:

Subject: Electronic Certified Payroll Reporting overview

1. Will the DIR/CMU provide a PDF file name nomenclature to ensure all contractors are naming their CPRs in the same manner for the District's ease in knowing what each PDF contains?

   Answer: The system currently does not have this feature, but can be built in our system at a later date.

2. What other payroll documentation will be required for uploading? (e.g. Trust Fund Reports, Fringe Benefit Plan Monthly Reports, Training Reports, Payroll Confirmations/Copies of cancelled checks, DAS-140s, DAS-142s, etc)

   Answer: The primary purpose is to have certified payroll records and PW 26-Statement of Employer Payments (fringe benefit statements) uploaded. The eCPR upload application will allow additional documents to be uploaded. Please consult with the assigned CMU monitor to determine if and when other documents should be uploaded.

3. How will the District be able to download the contractor's uploaded paperwork for its own monitoring purposes?

   Answer: DIR is currently working with its technical team to develop the Awarding Body (AB) module within the eCPR. This will allow AB representatives to view uploaded documents from contractors and view when DLSE has reviewed and accepted CPRs. We are hoping to have this module completed within the next 90 days.

4. Will the DIR/CMU's new PWC-100 system communicate issues with the contractor's submittals (e.g. inadequate submittals, wage underpayments, need for revised CPRs, etc)?

   Answer: The current eCPR module does not have this capability and all communications would have to be done using electronic mail correspondence. DIR is hoping to incorporate this feature after developing the AB module and contractor module.

5. Will the DIR/CMU provide a manual that will instruct contractors how to upload their documentation?

   Answer: Yes, a user manual will be made available on our website.

6. In the future, are we going to be able to click and view what we have uploaded?

   Answer: Yes, we are in the process of developing additional functionality that will allow awarding bodies and Prime contractors to review submitted CPRs.

7. Do we "Add Corrected Record" for Revised or Supplemental CPR's as well?

   Answer: Yes, you can submit amended or supplemental CPRs by using the Add Corrected Record link.

8. Where can you see a list of subcontractors?

   Answer: Phase I of the eCPR application does not provide you the list of subcontractors. We will be building in the functionality in future enhancements to the eCPR application. We anticipate this feature within the next 180 days.

9. How can a Prime Contractor view Subcontractor CPRs?

   Answer: The current functionality of the eCPR application does not allow prime contractors to view CPRs. In the meantime, prime contractors should request that their subcontractors submit to them hard copies of the subcontractors CPRs that are submitted to CMU.

10. What if there is a staff change and you need to get a new sign on?

    Answer: The eCPR application allows for multiple staff to have uploading privileges.

11. What if your address is incorrect on the screen?

    Answer: the eCPR application obtains your address information from the CSLB. If the address is incorrect, you should notify CMU@dir.ca.gov and CSLB of the address error.

12. Where do you enter the Fringe Benefit Statement (PW-26)?

Answer: The eCPR application allows you to upload 10 PDFs at one time. The fringe benefit statement should be loaded after your first CPR upload. CPRs should be numbered and include any statements of non-performance. The fringe benefit statement should accompany any CPR where employer credits are taken. The PW-26 form can be found at http://www.dir.ca.gov/dlse/DLSEForm-PW26.pdf.

13. Are Awarding Bodies or Prime Contractors able to upload subcontractors CPR?

Answer: CPRs should be uploaded by the contractor performing the work.

14. Do we upload Non-Performance Reports and Statements of Compliance?

Answer: Yes

15. How do we know if the CPR is accepted?

Answer: In future phases, prime contractors and awarding bodies will be able to view the date the CMU monitor has accepted the CPR.

16. How are general contractors supposed to ensure subcontractors upload payroll if we can't view any of the payroll?

Answer: During this initial phase, general contractors should require all subcontractors to provide any documents uploaded into the eCPR application.

17. Is there a specific link for uploading fringe benefit statements?

Answer: No, fringe benefit statements should be entered for each week that an employer takes an employer credit.

18. How do we know if there are any errors?

Answer: CMU staff will notify contractors and awarding bodies when there are errors.

19. Is there any way to view your payroll once uploaded?

Answer: No, the initial phase is a mechanism for CMU staff to review records without dealing with hard copies.

20. Are you able to view a payroll record once it is uploaded?

   Answer: CMU and awarding body staff will be able to view CPRs once a contractor has uploaded the records. Prime contractors will also have this ability to view records in the upcoming enhancements to the eCPR application.

21. What about uploading our Fringe benefits if we are union subcontractor?

   Answer: Signatory union contractors should upload the initial fringe benefit statements for their workers by the appropriate craft or classification. Once the initial fringe benefit statements are uploaded, preferably with the first CPR upload, future fringe benefit statement uploads will not be necessary unless there are any changes.

22. Once you have uploaded the records into the system and it shows up under the correct month, is that the last step and it will be taken from there?

   Answer: Yes, once the CPRs are loaded for the workweek, there are no additional steps to be taken.

23. Is this program compatible with American Contractors?

   Answer: This system allows for any records that are in a PDF format to be uploaded into the eCPR application.

24. Are we required to use a specific CPR PDF form or is any pdf form we currently have allowed to be uploaded?

   Answer: The eCPR application will allow all documents in a PDF file to be uploaded.

25. If your company does not have a professional license, such as an engineering company, how do you log in?

   Answer: Almost all public works contractors will have a CSLB license or professional license number. If your company is not required to hold a license, please contact CMU@dir.ca.gov for registration.

26. Will compliance organizations have access to the system to view the CPR?

   Answer: Compliance organizations will not have access to the eCPR application at this time; however, future enhancements will be made to the application that will allow compliance organizations with the appropriate redaction views of these records.

27. How will the contractor be notified if payroll needs to be corrected?

   Answer: Yes, the CMU monitor will contact all contractors that have prima facie errors by either telephone or email correspondence.

28. Are there guidelines for naming the pdf file name before uploading to CPR?

   Answer: The contractor can initially name their PDF, but once the CPR or PW 26 has been uploaded, the eCPR application will provide the PDF a unique tracking name.

29. How do you mark a payroll Final when submitting an upload?

   Answer: You should note on your last CPR "Final" on top of the approved document form (A-1-131 or CPR with all the same elements as the A-1-131). You may access the A-1-131 form at http://www.dir.ca.gov/dlse/publicWorksPayrollInstructions.htm.

30. How do you correct a CPR that was submitted with the wrong pay periods?

   Answer: The eCPR application allows a contractor to submit a corrected or amended CPR. If an error is detected, go ahead and submit a secondary upload of the eCPR with the correct workweek.

31. If you should only upload one file at a time for each work week, why are there 10 available lines to upload files?

   Answer: This functionality was built in to allow the additional document uploads. Contractors may upload multiple CPRs pursuant to the public works contract at one time.

32. Is the eCPR System going to be a requirement on all State Projects/

   Answer: No, not at this time. The eCPR application will only be used for projects subject to CMU monitoring and enforcement.

33. How do I view my payroll that is already uploaded?

   Answer: The current eCPR application does not allow contractors to view uploads. Future enhancements to the eCPR application will allow contractors to view uploads.

34. Who sets up the account - Awarding Body or Contractor?

   Answer: Awarding bodies will provide the earliest notice of a project when a PWC-100 application is submitted, including providing a list of all known contractors. Once the awarding body has registered the project, contractors can set up their own accounts with the eCPR application at https://apps.dir.ca.gov/eCPR/DAS/altlogin.

35. We have projects that are Construction Manager Multiprime Contracts where I have 30 Prime Contractors versus 30 Subcontractors. Will this change how contractors are added into the system and how they are classified (subcontractors)?

   Answer: The PWC 100 and eCPR application allows awarding bodies to enter multiple prime contractors into the system. The uploading application will be able to accommodate these types of contracts.

36. How come there is not an option to upload the DAS140 or Fringe Benefit forms? Does the DIR not want/require copies of these documents?

   Answer: The eCPR application allows contractors to up load CPRs and fringe benefit forms (PW-26). Additional forms can also be uploaded, but should be coordinated with your assigned CMU monitor.

37. When will the Awarding Bodies have access to contractors' eCPR's?

   Answer: Awarding bodies will have the ability to view eCPRs within the next 90 to 120 days.

38. Are any payroll forms accepted? (Federal, state, in-house forms?)

   Answer: Labor Code Section 1776 requires that all CPRs are in compliance with state law. Contractors should use the A-1-131 form or have all of the same elements found in that approved form.

39. What happens when a contractor creates a PDF from a hand written CPR that is not legible?

Answer: All CPRs must be legible. A CMU monitor will contact any contractor where CPRs are not legible and require the contractor to submit a corrected form.

40. If there is no work performed during a week, do we just upload a non-performance in a PDF?

Answer: Yes.

41. Will 2nd tier subcontractors be submitting certified payroll?

Answer: Yes, All contractors working on public works projects are required to submit CPRs.

42. Does the new CMU have the old records posted on MyLCM?

Answer: The PW CMU team has copies of CPRs and PW 26's that were entered into MyLCM.

43. When a contract is awarded, should the prime contractor be issued access automatically?

Answer: The awarding body is required to provide all project notification for CMU projects in the PWC-100, which includes all known contractors who will be performing work on the project. Prime contractors will be able to register into the eCPR application after the awarding body has assigned them to the project.

44. Is there electronic signature available?

Answer: The electronic signature function currently does not exist, but will be available in future eCPR application enhancements.

45. Does the contractor need to submit standard CA form A-1-131 or can they use their own company certified payroll forms with slightly different formatting?

Answer: The contractor can use their own company certified payroll record as long as all of the same elements found in the A-1-131.

46. What if we have multiple Contractors' Licenses?

   Answer: In order to be tied to the CMU project, you will need to use the CSLB license that was provided to the awarding body.

47. Will every job that I am under contract with using this website show up under my Login, even if I pick a specific project?

   Answer: You will only need to upload eCPRs for CMU subject projects. You will be able to choose the specific project that you are intending to upload documents.

48. Will the DIR let the General Contractor's know when a subcontractor is behind in their Certified Payrolls?

   Answer: Yes, the CMU monitor will advise awarding agencies and prime contractors when subcontractors are delinquent with filing payroll records.

49. What is the turn around on any error on our payroll that you would contact us?

   Answer: CMU staff will review payrolls within 30 days after the certified payroll records are submitted.

50. As a general contractor will we still need to obtain original signature certified payroll documents from our subcontractors?

   Answer: No, not on this initial phase. The eCPR application does not have original signature capabilities at this time, but the application will have this component built in.

51. What week ending date and start date should we use to upload are PDF documents?

   Answer: All documents should use the applicable workweek. The start date should be the first date of the individual contractor's workweek and the end day will be the seventh day from the start date. Workweeks vary by contractor, but CPRs are required to be submitted on a weekly basis.

52. Will each project have a point of contact at the CMU unit?

   Answer: Yes, each project will have a CMU staff member to be responsible for monitoring payrolls. If you are unaware of your CMU representative, you may email us at CMU@dir.ca.gov.

53. What if you forget your password and don't want to change it? Can you recover passwords?

   Answer: Yes, you can contact us at CMU@dir.ca.gov to recover passwords.

54. How often are the reports reviewed for accuracy?

   Answer: CPRs will be reviewed on a thirty day cycle.

55. When will the CMU start doing the field interviews?

   Answer: CMU staff routinely conducts field inspections on CMU projects since CMU statutes became effective on January 1, 2012; however, due to the volume and projects, not every project will have a field inspection.

56. When loading records, do we need to load each separately and give a clear description?

   Answer: You should load each CPR for the appropriate workweek, starting with CPR #1. A non-performance report should be uploaded for weeks no work was performed and properly numbered in the CPR index. The final CPR should read "Final" on the top of the CPR.

57. If I put my CPR's in under the wrong date what can I do?

   Answer: You can go into the eCPR application under correction and enter the proper seven day period.

58. Do you have a built-in Statement of Non-Performance in eCPR?

   Answer: No, the current eCPR application does not have this feature. Contractors will need to upload a standard Statement of Non-Performance for California that can be found on the internet.

59. Can we email our DIR contact assigned to each project to get a list of subcontractors who have uploaded payroll each month?

   Answer: Yes, you may contact your CMU monitor to get a status of what contractors are currently registered in the eCPR application.

60. Is CMU compliance only required for state bonded projects?

   Answer: CMU compliance is required when projects have state construction bond funding (exception with water bond- Proposition 84), or utilize a design-bid/build procurement delivery (http://www.dir.ca.gov/lcp/StatutesRequiringLCPs.pdf), or if the awarding body agrees to have DLSE monitor all projects pursuant to Labor Code section 1771.5.

61. Will the CMU be able to assist the awarding body with their federal Davis-Bacon labor compliance requirements?

   Answer: DLSE does not have authority to enforce or monitor federal Davis-Bacon requirements. The funding of the ¼ of one percent of the bond funds or ¼ of one percent of total project costs on design-bid/build projects only can be used to enforce provisions of the California Labor Code.

62. What is the website to download the public works manual?

   Answer: You may find the public works manual at http://www.dir.ca.gov/dlse/PW_Manual_FINAL%20REVIEW.pdf.

63. Do we use the full SSN, or just the last 4?

   Answer: Yes, under certain circumstances.   Please see the public works manual at http://www.dir.ca.gov/dlse/PW_Manual_FINAL%20REVIEW.pdf

64. Can Labor Management Cooperation Committees and similar groups request redacted certified payroll records from awarding bodies?

   Answer: Yes, Labor Code section 1776 allows any public works stakeholders to request CPRs from the Awarding Agency or from DLSE.

65. What if you are not using state funded bonds for projects and you do not have an LCP program established? What does the Awarding Body have to do?

   Answer: Labor Code section 1726 requires the Awarding Body to take cognizance of all public works violations. Awarding Bodies, workers and public watchdog groups should file complaints to the DLSE PW unit when public works violations are discovered.

66. What happens if the project goes longer than the completion date?

   Answer: The Awarding Body should amend the initial PWC 100 to reflect the correct completion date.

67. The Statement of Compliance you had mentioned has to be California Specific. Is there a form I can use that has the correct verbiage on it?

   Answer: Yes, please review the A-1-131 form under the certification page at http://www.dir.ca.gov/dlse/DLSEFormA-1-131.pdf.

68. Will the CMU perform audits of the contractor's CPRs when there are compliance issues?

   Answer: Yes, CMU will perform audits when there are compliance issues.

69. As a Sub-Contractor are we still required to also send all the certified payroll forms to the Contractor?

   Answer: Yes, you should continue to provide the general contractor with your certified payroll records pursuant to the subcontract agreement.

70. What is the email address to register for the eCPR to add CPR?

   Answer: You may register at https://apps.dir.ca.gov/eCPR/DAS/altlogin.

71. I am a prime contractor can I assign my subcontractors to the eCPR application?

   Answer: Yes, the eCPR application will allow prime contractors to assign their subcontractors to the CMU subject public works project.